



DEPARTMENT OF DEVELOPMENTAL SERVICES – NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES CASE MANAGER

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public - Applicants must have applied for and passed the **Developmental Services Case Manager Examination** and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Position: Developmental Services Case Manager

Location: Public Programs, East Hartford, CT

Job Posting No: **00018993**

Hours: Full-Time (70 hours biweekly) 8:30 AM - 4:00 PM

Salary: HC 24 \$59,089 - \$80,010 (New employees to state service start at the beginning of the range)

Closing Date: March 30, 2015

Examples of Duties: The caseload includes approximately 45 waived individuals in both the Public and Private Divisions. These individuals live in Community Living Arrangements and Continuous Residential Support Homes in South Windsor, Newington, Ellington, Windsor and Manchester. Responsibilities include ensuring the needs of the individuals on the caseload are addressed through the team process which includes developing Annual Plans, reviews of plans, facilitation of meeting, organization and management of master files, scheduling of meeting, contact with families and guardians, and ensuring the compliance with Licensing regulations and Quality Insurance Reviews. Additional responsibilities include involvement in the guardianship process, Quality Systems Reviews, securing/ maintaining entitlements and benefits, involvement in the PRC process, involvement with the PRAT process. Bi-lingual preferred. Performs related duties as assigned.

Knowledge, Skills and Abilities: Considerable knowledge of services available to persons with developmental disabilities; knowledge of residential programs for persons with developmental disabilities; knowledge of interdisciplinary approach to program planning; knowledge of developmental disabilities, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to translate clinical findings and recommendations into program activities and develop realistic program objectives; ability to collect and analyze large amounts of information; ability to utilize computer software.

General Experience: Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

Special Experience: Two (2) years of the General Experience must have involved responsibility for developing, implementing and evaluating individualized programs for individuals with developmental disabilities in the areas of behavior, education or rehabilitation.

Special Requirements:

1. Incumbents in this class may be required to possess fluency in a foreign language or sign language.
2. When assigned to a caseload of individuals, some of whom are enrolled in the Federal Medicaid Reimbursement Program, must be eligible for certification as a Qualified Intellectual Disabilities Professional as required by Federal regulations.
3. Incumbent must possess and retain a valid motor vehicle license. Incumbent will be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for All Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Application materials can be emailed, faxed, or mailed to:
Department of Developmental Services — North Region
155 Founders Plaza, 255 Pitkin Street, 2nd Floor, East Hartford, CT 06108
Attn: Recruiter

Email: DDS.NR.Recruiting@ct.gov Phone: 860-263-2623 Fax: 860-706-1420

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.